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## **YEE BOARD MEMBER POLICY**

All Board Member issues are primarily regulated in Article 6 of the YEE Statutes and part D of the YEE Rules of Procedure.

### **A. All Board Members:**

- A.1 Shall be well informed about the content of the official documents of YEE such as the Statutes, Rules of Procedure, Policies and Guidelines, shall comply with them and keep them updated.
- A.2 Shall develop a personal work plan to be sent to the Secretariat and all Member Organisations during the first month after their election.
- A.3 Shall promote and represent YEE.
- A.4 Shall collaborate closely with the other Board Members and the Secretariat.
- A.5 Shall attend and actively participate in all Board Meetings unless serious reasons prevent their participation; in this case, written explanation shall be given as soon as the person knows about these reasons.
- A.6 Shall alternate in taking minutes during the Board Meetings and in editing them.
- A.7 Shall report back monthly to the Executive Board and the Secretariat regarding their work based on the personal work plan and on the current matters of the network.
- A.8 Shall follow the official deadlines of YEE specified in the YEE Statutes and Rules of Procedure.
- A.9 Shall coordinate work between all members of the Board, divide tasks and set and follow deadlines for completing them.
- A.10 Shall present a written report at the Annual Meeting concerning their work in order to be cleared off his/her duties by the General Assembly.
- A.11 Shall have the right to receive an official confirmation of their term of mandate issued by the Secretary General including a detailed description of the tasks completed during that time.
- A.12 Shall transfer their knowledge and experience to the following Board at the end of their mandate.
- A.13 Shall always act in their function as an unbiased representative of the Federation; In case of any conflict of interest, either involving Secretariat, Executive Board or Member Organisations, respectively, Board Members shall remain objective and proceed in a rightful way for all parts involved.

### **Specific functions and responsibilities for each Board Member:**

#### **B. Chairperson**

- B.1 Shall ideally have already been involved in YEE.
- B.2 Shall be the legal representative, next to the Secretary General, of the Federation and therefore sign official documents, including, among others, the contract of the Secretary General.
- B.3 Shall coordinate the work among the Executive Board and the Secretariat.
- B.4 Shall maintain an overview of all ongoing matters concerning YEE (Board and Secretariat) and implementation of the work plans of all Board Members.
- B.5 Shall prepare the draft agendas for Virtual Board Meetings and forward them to the Board Members and Secretariat; in case of Physical Board Meetings, prepare the draft agendas and forward them to the Board, Secretariat and the Member Organisations, and re-circulate them in both cases, if amendments have been proposed.

- B.6 Shall convene Physical Board Meetings and inform the Member Organisations about them at least 14 days before the meeting.
- B.7 Shall monitor the implementation of the YEE Work Plan approved by the General Assembly at the Annual Meeting.
- B.8 Shall proofread and finalise the minutes taken during the Board Meetings and Annual Meeting before they will be sent to all Member Organisations and published on the website.
- B.9 Shall coordinate the creation of the Annual Report, collecting the corresponding parts from the Board Members, and proofread the report.
- B.10 Shall conduct at least one appraisal interview per year with the members of the Secretariat.
- B.11 Shall coordinate and proofread Board Reports.

### **C. Vice-Chairperson**

- C.1 Shall replace the Chairperson and take on his/her responsibilities and tasks, if needed.

### **D. Treasurer**

- D.1 Shall ideally have an economic background and experience in fundraising.
- D.2 Shall, next to the Secretary General, be the main contact person for funders.
- D.3 Shall maintain the overview over YEE's financial situation by reviewing the YEE bank account (state of the account, transactions, cash flow) and monitor the budget approved by the General Assembly at the Annual Meeting; shall report to the Executive Board in case of major changes.
- D.4 Shall be aware of information sessions organised by funders and shall ensure that YEE is represented in them.
- D.5 Shall support the Secretary General in finding new ways of fundraising.
- D.6 Shall cooperate closely with the Secretary General in the creation of the budget and the financial part of the Annual Report by collecting relevant information from the Member Organisations, the project teams and the Board Members and present both to the Executive Board and General Assembly for approval.

### **E. Project Officer**

- E.1 Shall ideally have experience in project management.
- E.2 Shall collect regular updates about all the projects in the Work Plan and ensure that project teams adhere to the set objectives and YEE Policies.
- E.3 Shall report back regularly to the Executive Board and the Secretariat about the progress and implementation of the projects included in the YEE Work Plan and share the news with the Member Organisations at least twice during the year.
- E.4 Shall collect the needed information about projects for the Annual Report from project coordinators.
- E.5 Shall offer assistance to project teams in project management.
- E.6 Shall cooperate closely with the Member Organisation Officer in finding links between the Member Organisations and encourage them to create projects together.

### **F. Member Organisations Officer**

- F.1 Shall have adequate communication skills.
- F.2 Shall maintain contact with the Member Organisations.

- F.3 Shall inform Member Organisations and their delegates about their opportunities, responsibilities and rights in YEE by providing them with the corresponding excerpts from the Statutes, Rules of Procedure and Policies.
- F.4 Shall deal with and coordinate the application, admission, review and dismissal of memberships by collecting the required documents and information and revising the fulfillment of the membership criteria.
- F.5 Shall prepare a report on the application, admission, review and dismissal of membership to be sent to the Executive Board and to the Member Organisations.
- F.6 Shall actively search for and initiate contact with potential Member Organisations.
- F.7 Shall seek to involve current and potential Member Organisations in YEE activities.
- F.8 Shall update the Member Organisation database in collaboration with the Secretariat.
- F.9 Shall initiate contacts among the Member Organisations and help to strengthen the cooperation among the Member Organisations and within YEE by collecting information about the Member Organisations' activities and linking those of common interest.

#### **G. Promotion and Publications Officer**

- G.1 Shall ideally have knowledge in the field of marketing and advertising.
- G.2 Shall help coordinate work on promotional materials and activities keeping the brand of YEE in consideration in all designs.
- G.3 Shall use and search for diverse means of promoting YEE e.g. by sending articles to relevant websites, community groups and social media pages and managing social media campaigns.
- G.4 Shall help the Secretariat keep the website updated.
- G.5 Shall help the Secretariat and project teams in creating YEE publications.
- G.6 Shall promote the activities of the Member Organisations.
- G.7 Shall monitor and update social media platforms and statistics.
- G.8 Shall update the "Promotions contact list".
- G.9 Shall proofread promotional materials and publications.
- G.10 Shall promote existing publications, films and materials.
- G.11 Shall help coordinate the promotion of YEE campaigns.

#### **H. External Relations Officer**

- H.1 Shall have adequate communication and presentation skills and ideally have time available to travel in order to represent YEE.
- H.2 Shall be the main contact person for organisations YEE is a member of and other external organisations.
- H.3 Shall research and apply for participation in relevant external events.
- H.4 Shall coordinate the YEE Pool of Representatives by selecting its members (together with the YEE Board and Secretariat) and providing them with information and guidelines relevant for the representation of YEE.
- H.5 Shall support and prepare other delegates attending external events.
- H.6 Shall prepare reports from events and shall ensure that YEE representatives prepare reports from external activities they participated in.
- H.7 Shall foster the cooperation between YEE and other external organisations by linking activities of common interest.
- H.8 Shall act as mediator between YEE and external organisations.